

<b>Brookhaven National Laboratory</b> <b>National Synchrotron Light Source</b>  <b>NSLS Operations Policy</b>		<b>Number:</b> LS-OPS-0004	<b>Revision:</b> C
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<b>Subject: Caution (Yellow) Tags</b>			
<b>Prepared/</b> M. Buckley <b>Approved By:</b>	<b>Approved By:</b> A. Ackerman	<b>Approved By:</b> R. Church	

\*Approval signatures on file with master copy.

[Revision/Periodic Review Log](#)

## 1.0 PURPOSE

The purpose of a caution tag is to convey information about the status of equipment and to prevent equipment damage. It may also be used for administrative control.

Caution tags are NOT to be used to protect personnel from equipment hazards. Red tags are to be used for that purpose. Refer to NSLS procedure, "[Lockout/Tagout Requirements](#)" in the [NSLS Policies and Requirements Manual \(PRM\)](#) for further information.

## 2.0 USAGE

There are several types of caution tags in circulation at the NSLS:

**[Operations Tag](#):** The NSLS Operations Group and the NSLS Safety Officer use this type of tag for operational purposes.

**[General Use Tag](#):** All NSLS personnel may use this type of tag.

## 3.0 CAUTION TAG CONTENTS

The following information is required on caution tags:

- a.) **Date** posted;
- b.) **Equipment Name/Location** (e.g. X17 wiggler, X5A beamline, etc.);
- c.) Information indicating **reason** for caution tag;
- d.) **Restrictions** - Information should be concise and accurate (include contact person and ext. if applicable);
- e.) **Name** of person posting the tag (initial or sign).

## 4.0 CAUTION TAG PLACEMENT

The caution tag must be placed in a location where it can be observed by any person attempting to operate or examine the equipment.

## 5.0 CAUTION TAG REMOVAL

**[Operations Tag](#):** This type of caution tag may only be removed by NSLS Operations Group personnel, or by the individual specifically identified on the tag.

**[General Use Tag](#):** This type of caution tag may only be removed by the person (owner) who placed the tag, by another individual with the clear knowledge and approval of the tag owner, or by the NSLS group responsible for that equipment in the event the tag owner cannot be contacted.

\*Unauthorized removal of caution tags will result in a report to that person's supervisor and a possible reprimand.

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## 6.0 CAUTION TAG REVIEW

When encountered, yellow caution tags should be reviewed at least every 5 years or when tags are found illegible. Depending on the review results, they should be signed and dated to show information is still current, replaced with a new tag, or removed from equipment if no longer required.

- a.) The Operations Coordinators will monitor caution tags on the X-Ray & VUV beamlines and the remaining caution tags will be monitored during routine tier I inspections.

## 7.0 EXAMPLES

- a.) Caution tags can be placed on vacuum valves to help protect the vacuum pressure on the other side of that valve. The person applying the tag must indicate that the valve must not be opened and why.
- b.) Caution tags can be placed on a beamline control panel to state that a condition has changed and that the beamline is not operational.
- c.) Caution tags can be placed on the end of a piece of equipment's power cord to indicate that the equipment should not be plugged in due to problems with internal components, thus preventing damage to the equipment.
- d.) Caution tags can be placed on equipment to notify potential users that the owner must be contacted prior to use, thus exercising administrative control.

### Caution tag examples:



Figure 1: Operations Tag Side 1



Figure 2: Operations Tag Side 1



Figure 3: Operations Tag Side 2



Figure 4: General Use Tag Side 1



Figure 5: General Use Tag Side 2

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